

REMS

Chief, Management Staff

10 October 1957

Chief, Records Management Staff

Weekly Report - Week Ending 9 October 1957

1. Contributions

a. Tangible

- (1) A "sanitized" version of the Clandestine Services Records Control Schedule has been approved and returned for their use. Also, approval has been given for the destruction of approximately 450 cubic feet of inactive records for which authority was requested. This increased interest in records disposition matters probably comes about as result of Mr. [redacted] activity in the DD/P area in the Records Management field.
- (2) Assisted the Fleming Staff/DCI in retiring 8 cubic feet of records. These are the official files of the former Office of Intelligence Coordination and its predecessors. These are important records and are considered permanent.
- (3) Completed six new and revised forms; twenty-eight forms were made obsolete.
- (4) Completed the installation of a Subject-Matter Filing System in the Office of the Chief, Insurance and Casualty Division. Retired two cubic feet of their inactive records to the Center and destroyed four cubic feet of records in their office.
- (5) In collaboration with representatives of the Industrial Register, arranged for the destruction of over 469,000 punched cards in the Vital Material Repository. This will provide considerable space for future use in the repository.
- (6) Transferred 3,703 reels of microfilm from the Vital Material Repository, thereby reducing the microfilm collection in the Vault by about 28%.
- (7) The Records Center received 18 cubic feet of inactive records and destroyed 34 cubic feet.

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4. News

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- a. [] attended the annual Convention of the Society of American Archivists at Columbus, Ohio.
- b. Eight members of this Staff attended the monthly GCM Luncheon-Lecture Series.

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b. Intangible

- (1) Developed material for the Support Services Exhibit and manned the exhibit for O&M, Business Machines and Records Management.
- (2) Completed the evaluation of one Employee Suggestion.
- (3) Collaborated with [] in the preparation of an article for the Special Support Bulletin.

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2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel - 80% completed.
- (2) General Counsel. Project completed. Revised schedule submitted for implementation.
- (3) Office of Operations, Contact Division - Project is 30% completed.
- (4) DD/P - Review of "sanitized" version of their schedule. Complete.

b. Installation of Filing Systems.

- (1) ORR - Project 9% completed. One Division has agreed to discontinue the maintenance of personnel folders.

c. Review of schedules for Deposit of Vital Personnel Records.

d. Eighteen new and revised forms in process.

e. Forms Management Study, Printing Services Division.

f. Filing System Survey, Map Library Division, ORR.

Abnormal growth of files has caused a space and equipment problem. Possibilities to solve it are conversion from 4 to 5 drawer equipment, use of letter size in lieu of legal size files and shelf files.

g. Shelf file installations - Seven in various stages of development and installation.

3. Assignment - Inactive

a. CI, [] Space Layout and Equipment Survey.

b. Space and Equipment Survey, Office of the Comptroller.

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